

# ATTACHMENT A

## HOPWA SERVICES SCOPE OF WORK

FY 2003-2004, 2004-2005, 2005-2006

(For each service category proposed submit a separate Scope of Work form for each Fiscal Year)

The contractor shall accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome.

SERVICE CATEGORY: Housing Case Management FY 2003 - 2004

AGENCY: Desert AIDS Project

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	PROGRESS REPORT
<p>1. By June 30, 2004, provide 30 units of Housing Assistance service to 15 unduplicated clients of San Bernardino County living with HIV/AIDS.</p> <p>2. Attend all required and/or available trainings and educational workshops.</p>	<p>1. Determine initial eligibility of clients requesting emergency Housing assistance.</p> <p>1.1. Facilitate collection of all required documentation, (including HIV status, residency and income verifications, and previous HOPWA service utilization)</p> <p>1.2 Coordinate eligibility activities with Central Fund Administration (CFA).</p> <p>1.3 Forward required documentation to Central Fund Administration (CFA).</p> <p>1.4 Follow-up with client to determine outcomes.</p> <p>1.5 Report on outcomes, as required.</p> <p>2. Secure agency position on notification list for resource training activities.</p> <p>2.1 Attend trainings, as available.</p>	<p>1. As Needed</p> <p>1.1 As Needed</p> <p>1.2 Case-by- Case basis</p> <p>1.3 Upon receipt of documentation</p> <p>1.4 Within seven (7) days of determination by CFA.</p> <p>1.5 Monthly</p> <p>2. Within two (2) weeks of notification of award.</p> <p>2.1 As available</p>	<p>1. Monthly reports</p> <p>1.1 Monthly reports</p> <p>1.2 Monthly reports</p> <p>1.3 Monthly reports</p> <p>1.4 Monthly reports</p> <p>1.5 Monthly reports and Quarterly HOPWA Advisory Board reports</p> <p>2. Monthly reports</p> <p>2.1 Monthly reports</p>

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SERVICE CATEGORY: Housing Case Management FY 2004 - 2005 AGENCY: Desert AIDS  
Project \_\_\_\_\_

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	PROGRESS REPORT
2. By June 30, 2005, provide 40 units of Housing Assistance service to 20 unduplicated clients of San Bernardino County living with HIV/AIDS.	2. Determine initial eligibility of clients requesting emergency Housing assistance. 1.1. Facilitate collection of all required documentation, (including HIV status, residency and income verifications, and previous HOPWA service utilization) 1.2 Coordinate eligibility activities with Central Fund Administration (CFA). 1.3 Forward required documentation to Central Fund Administration (CFA). 1.4 Follow-up with client to determine outcomes. 1.5 Report on outcomes, as required.	2. As Needed 2.1 As Needed 2.2 Case-by- Case basis 2.3 Upon receipt of documentation 2.4 Within seven (7) days of determination by CFA. 2.5 Monthly	3. Monthly reports 3.1 Monthly reports 3.2 Monthly reports 3.3 Monthly reports 3.4 Monthly reports 3.5 Monthly reports and Quarterly HOPWA Advisory Board reports
4. Attend all required and/or available trainings and educational workshops.	3. Secure agency position on notification list for resource training activities. 2.1 Attend trainings, as available.	3. Within two (2) weeks of notification of award. 2.1 As available	3. Monthly reports 2.1 Monthly reports

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FY 2003-2004, 2004-2005, 2005-2006

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The contractor shall accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome.

SERVICE CATEGORY: Housing Case Management FY 2005 - 2006 AGENCY: Desert AIDS Project

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	PROGRESS REPORT
<p>3. By June 30, 2006, provide 50 units of Housing Assistance service to 25 unduplicated clients of San Bernardino County living with HIV/AIDS.</p> <p>6. Attend all required and/or available trainings and educational workshops.</p>	<p>3. Determine initial eligibility of clients requesting emergency Housing assistance.</p> <p>1.1. Facilitate collection of all required documentation, (including HIV status, residency and income verifications, and previous HOPWA service utilization)</p> <p>1.2 Coordinate eligibility activities with Central Fund Administration (CFA).</p> <p>1.3 Forward required documentation to Central Fund Administration (CFA).</p> <p>1.4 Follow-up with client to determine outcomes.</p> <p>1.5 Report on outcomes, as required.</p> <p>4. Secure agency position on notification list for resource training activities.</p> <p>2.1 Attend trainings, as available.</p>	<p>3. As Needed</p> <p>3.1 As Needed</p> <p>3.2 Case-by- Case basis</p> <p>3.3 Upon receipt of documentation</p> <p>3.4 Within seven (7) days of determination by CFA.</p> <p>3.5 Monthly</p> <p>4. Within two (2) weeks of notification of award.</p> <p>2.1 As available</p>	<p>5. Monthly reports</p> <p>5.1 Monthly reports</p> <p>5.2 Monthly reports</p> <p>5.3 Monthly reports</p> <p>5.4 Monthly reports</p> <p>5.5 Monthly reports and Quarterly HOPWA Advisory Board reports</p> <p>4. Monthly reports</p> <p>2.1 Monthly reports</p>